

# Ventura Adult and Continuing Education

**New!**



**Office**



## Introduction to MS Office 2016

taught by  
**Erik Amerikaner,**  
Certified Microsoft Office  
Master Instructor

Learners will be introduced to Microsoft Office 2016 in classroom lab and **Hybrid Learning** locations. Course will meet one night per week for ten (10) weeks at VACE with a Microsoft Certified Instructor. Learners will complete activities **at their own pace** at home or other location and submit their work to the instructor.

This course is designed to create a learning pathway for deeper knowledge of the Microsoft Office Suite with the goal of achieving Microsoft Office Certifications. Microsoft Certifications provide proof for employers of the person's mastery of Microsoft Office Applications.

No previous knowledge of Microsoft Office is necessary, however, learners should have access to a PC computer (not MAC), MS Office 2013 or 2016 installed, and previous Windows experience.

A Google G-mail account is necessary to download course materials and upload completed student work.

- Call 805-289-1744 to be placed on enrollment list.
- Provide name, phone number and email information.
- Course start date: Thursday, January 10
- Cost: \$75 plus \$10 registration fee



**Location:**  
**Ventura Adult and Continuing Education**  
**5200 Valentine Road**  
**Ventura, CA**  
**6 PM – 9 PM**  
**Thursdays**